P-touch
DK ROLLS

QUICK START GUIDE
QL-500/550

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[Getting Started]

Introduction

The User's Guide is available in the Manuals folder of the enclosed CD-ROM

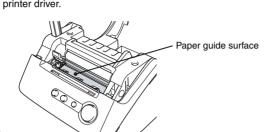Congratulations on purchasing the QL-500/550.
Your new QL-500/550 is a label printer that connects to your personal computer, enabling you to quickly and easily print professional custom labels that you have created on your personal computer using the label editing software provided.
This guide briefly describes the steps to start using your QL-500/550.
Refer to the User's Guide for more detailed information. The User's Guide can be found in the Manuals folder of the CD-ROM included with the QL-500/550.

General Precautions

- Do not expose the QL-500/550 to direct sunlight.
- Do not place or store the QL-500/550 near heaters or other hot appliances, in any location exposed to extremely high or low temperatures, high humidity or dusty locations. Doing so could cause the machine to malfunction.
- Do not place any heavy objects or objects containing water on top of the QL-500/550. If water or any foreign object enters the QL-500/550, contact the retail outlet where the QL-500/550 was purchased or your local authorized service center. If you continue to use the QL-500/550 with water or a foreign object in the QL-500/550, the QL-500/550 may be damaged or personal injury could result.
- Do not insert any objects into or block the label output slot, or USB port.
- Use only the authorized power source for the QL-500/550.
- Never disassemble the QL-500/550 or get it wet with water to avoid possible fire or electrical shock. Do not remove the power cord from nor insert it into the electrical outlet with wet hands. Doing so could cause an electrical shock.
- If the QL-500/550 will not be used for an extended period, remove the power supply cord from the electrical outlet.
- Always hold the plug when removing the power cord from or inserting it into the outlet. Pulling on the cord could cause a problem with the power cord.
- The standard electrical outlet shall be installed near the QL-500/550 and shall be easily accessible.
- Do not connect the QL-500/550 to your personal computer until directed to do so when installing the printer driver.
- To prevent injury from the broken cutter blade and unit, follow these points:
  Close the top cover when operating the cutter unit.
  Don't apply excessive pressure to the cutter unit.
  When the cutter blade becomes dull, replace the existing cutter unit with a new one.
  If the cutter blade should break off, unplug the power cord from the electrical outlet and remove the cutter unit carefully with tweezers so you do not touch the blade.
- If a paper jam should occur due to a buildup adhesive to the paper guide surface, unplug the power cord from the electrical outlet and wipe away the adhesive buildup on the paper guide surface with a cloth dipped in ethanol or isopropyl (rubbing)alcohol. It is recommended that you clean the paper guide when replacing the cutter unit.
- The average number of cuts is 5,000 or more depending on the operating environment. Dull cut, the inability to cut straight, or frequent paper jams may indicate that the cutter life is near the end. Replace the cutter if these conditions occur.
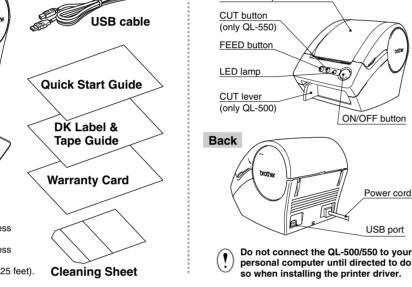
Paper guide surface

1 Unpacking Your QL-500/550

Check that the package contains the following before using your QL-500/550. If any item is missing or damaged, please contact the retail outlet where the QL-500/550 was purchased.

QL-500   QL-550

USB cable

CD-ROM   Paper guide

Quick Start Guide

DK Label & Tape Guide

Warranty Card

Cleaning Sheet

Starter roll
The QL-500 includes one starter roll of DK Die-cut Standard Address Labels (100 labels).
The QL-550 includes one starter roll of DK Die-cut Standard Address Labels (100 labels),
and one starter roll of DK Continuous Durable Paper Tape 2-3/7" (25 feet).

Front
DK Roll compartment cover
CUT button (only QL-550)
FEED button
LED lamp
CUT lever (only QL-500)
ON/OFF button

Back
Power cord
USB port

! **Do not connect the QL-500/550 to your personal computer until directed to do so when installing the printer driver.**
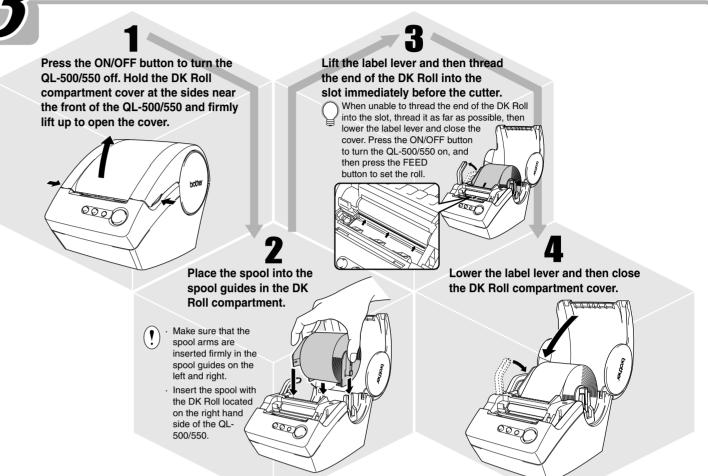
2 Connecting to the Power Supply

Plug the power supply cord into a standard electrical outlet.

! - Check that the electrical outlet is 120 V before inserting the plug.
- Remove the power supply cord from the electrical outlet after you have finished using the QL-500/550.
- Do not pull the cord when removing it from the electrical outlet. The wire in the cord may become damaged.

3 Installing the DK Roll

1
Press the ON/OFF button to turn the QL-500/550 off. Hold the DK Roll compartment cover at the sides near the front of the QL-500/550 and firmly lift up to open the cover.

2
Place the spool into the spool guides in the DK Roll compartment.

! - Make sure that the spool arms are inserted firmly in the spool guides on the left and right.
- Insert the spool with the DK Roll located on the right hand side of the QL-500/550.

3
Lift the label lever and then thread the end of the DK Roll into the slot immediately before the cutter.

! When unable to thread the end of the DK Roll into the slot, thread it as far as possible, then lower the label lever and close the cover. Press the ON/OFF button to turn the QL-500/550 on, and then press the FEED button to set the roll.

4
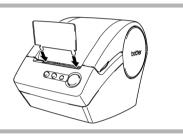Lower the label lever and then close the DK Roll compartment cover.

4 Installing the Paper Guide

Your QL-500/550 comes with a paper guide that collects a strip of printed labels that have been printed and not yet cut off from the machine.

Attach the paper guide to the front of the QL-500/550 as shown in the figure.

! Remove the paper guide when printing more than 10 labels continuously and cutting each label automatically (QL-550 only).

5 Installing the Software

The installation procedure differs depending on the operating system running on your personal computer. Refer to the installation procedure for the appropriate operating system to install the software.

When using Microsoft® Windows® Me/2000 Professional/XP (Home/Professional)

1 Start your personal computer and insert the CD-ROM into the CD-ROM drive.
A dialog box appears briefly while the InstallShield® Wizard prepares for installation. Simply follow the directions in the dialog boxes displayed to install the software.
- It may take a short time for the dialog box to appear.
- If the program does not start and the dialog box does not appear, navigate to the contents of the CD-ROM, and then double-click the "Setup.exe" icon.

2 Click [Next] to begin installation.
The License Agreement dialog box appears.

3 Carefully read the license agreement. If you agree to the terms and conditions of the license agreement, click [Yes] to continue installation.
The Customer Information dialog box appears.

4 Enter your "User Name" and the "Company Name", and then click [Next].
The Setup Type dialog box appears.

5 Select the type of setup you prefer. Change the default destination folder if you wish to place the program files elsewhere, and then click [Next].
- Click [Browse] to select an alternate destination folder.
- Select "Custom" to install a particular feature. For example, to install the printer driver only.
The following items will be installed.
Typical
- P-touch Editor - P-touch Library - Fonts
- Help - Clip Art - Auto Format Templates
- Layout styles - Add-Ins - Manuals and Drivers.
Custom
Refer to the User's Guide when "Custom" is selected.

6 Specify where to add shortcuts (for easy, one click access) for the Brother software, and then click [Next].
- To not add any shortcuts, clear all check boxes.
The Start Copying Files dialog box appears.

7 Review the settings to ensure all are correct, and then click [Next]. If the settings are incorrect, click [Back] to go back and correct.
- The InstallShield Wizard completes preparations for installing the software, and then the Setup Status dialog box appears.
- After all files necessary to install the P-touch Editor have been copied and registered, the Driver Setup dialog box appears.
  The Driver Setup dialog box does not appear if "Driver" is not selected in Custom installation.

8 When the Driver Setup dialog box instructs you to connect the QL-500/550, plug the connector on the USB cable into the USB port on the back of the QL-500/550.

9 Check that the QL-500/550 is turned on, and then plug the connector on the USB cable into the USB port on your personal computer.
When the QL-500/550 is recognized, the installer proceeds with the driver software installation.
- When connecting the QL-500/550 to a personal computer via a USB hub, a proper connection may not be possible due to the type of hub used. If this occurs, connect the QL-500/550 directly to the personal computer.
! **When using Microsoft® Windows® Me**
The error dialog box shown to the right may appear during the installation.
If this dialog box appears, click [OK].
After the printer driver installation is completed, the User Registration dialog box appears.

10 Select on option and then click [Next].
When "Yes, display the page." is selected, the online user registration web page is opened in your web browser.
When "No, do not display the page." is selected, installation continues.
The InstallShield Wizard Complete dialog box appears.

11 Click [Finish].
Installation of the P-touch Editor software is now completed.
You may be required to restart your personal computer after installation. Select one of the restart options and click [Finish].

See the reverse side for an example of creating a label.

When using Microsoft® Windows® 98 SE

1 ~ 8 Steps 1 ~ 8 are the same as when installing the software on Windows Me. Refer to steps 1 ~ 8 on the left, and then continue installation from step 9 here.

9 Check that the QL-500/550 is turned on, and then plug the connector on the USB cable into the USB port on your personal computer.
The Add New Hardware Wizard dialog box appears.
- When connecting the QL-500/550 to a personal computer via a USB hub, a proper connection may not be possible due to the type of hub used. If this occurs, connect the QL-500/550 directly to the personal computer.

10 Click [Next].
The next Add New Hardware Wizard dialog box appears.
- The name of the detected hardware shown in the dialog box may vary depending on your operating environment.

11 Click [Next].
The next Add New Hardware Wizard dialog box appears.

12 Click [Next].
The next Add New Hardware Wizard dialog box appears.
- The settings displayed on the screen may vary depending on the operating environment the software is being installed on. The software will automatically determine the appropriate settings, so it is not necessary to change these settings.

13 Click [Next].
The next dialog box appears. The remainder of this procedure varies depending on the dialog box that appears next.
- The name of the detected hardware shown in the dialog box may vary depending on your operating environment.

14 Proceed with one of the following.

When the Add New Hardware Wizard dialog box appears. Click [Finish]. The new hardware has been detected.
Return to step 10.

When an error dialog box appears.
Refer to the User's Guide for directions to recover from the error.

When the Add Printer Wizard dialog box appears. Click [Finish]. The new hardware has been detected.
Go to step 15.

15 Click [Finish].
The User Registration dialog box appears.

16 Select on option and then click [Next].
When "Yes, display the page." is selected, the online user registration web page is opened in your web browser.
When "No, do not display the page." is selected, installation continues.
The InstallShield Wizard Complete dialog box appears.

17 Click [Finish].
Installation of the P-touch Editor software is now completed.
You may be required to restart your personal computer after installation. Select one of the restart options and click [Finish].

See the reverse side for an example of creating a label.

P-touch **QL-500/550**

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[Creating Labels]

The User's Guide is available in the Manuals folder of the enclosed CD-ROM

I Label Creation Outline

This section describes the general procedure for creating labels using your QL-500/550.

1 Choose the type of label you want to create.

Meeting Minutes *Project Alpha* — Mr. Walter Freeman 4555 Cumberland Pkwy Anytown USA 95063

Visitor Mr. Mike Smith ABC Corporation

Family Trip New York

Mr. Walter Freeman 4555 Cumberland Pkwy Anytown USA 95063

JAZZ

TO Ms. Donna Lewis LBI Corporation 100 Somerset Corp Blvd Bridgewater, NJ 08807-0911

Shown above are a few of the type of labels you can create with the QL-500/550.

2 Select the DK Roll.

Mr. Walter Freeman 4555 Cumberland Pkwy Anytown USA 95063

Select an appropriate DK Roll for the label you have in mind, and insert the DK Roll in the QL-500/550. Separate DK Roll purchase may be necessary.

3 Edit the label data.
- Enter text in P-touch Editor.
- Copy text from Microsoft Office.

Mr. Walter Freeman 4555 Cumberland Pkwy Anytown, USA 95093

Enter text directly using P-touch Editor, or copy text from a Microsoft Office application. Use P-touch Editor's variety of editing functions to format and decorate your label.

4 Print the label.

Mr. Walter Freeman 4555 Cumberland Pkwy Anytown USA 95063

Print the label from the QL-500/550.

II Creating an Address Label using P-touch Editor

Learn the basic workflow of P-touch Editor while creating a general label.

1 Start P-touch Editor and create a new label layout.

Click [Start] - [All Programs (or Programs)] - [P-touch Editor 4.1] - [P-touch Editor]. Select "New Layout" in the dialog box displayed, and then click OK.

2 Select the label size.

Click on the Page Property box. If the required Property box is not displayed in the Property dock, click the corresponding button at the left of the dock to open it.

3 Enter the text.

Mr. Walter Freeman 4555 Cumberland Pkwy Anytown, USA 95093

Click A in the Object dock to create a text box, and then enter the text. You can use the Text Property box to select options for formatting the text.

4 Add a frame to the label.

Click in the Object dock. The Frame Properties dialog box appears. Select a frame and then click OK.

5 Print the label.

Mr. Walter Freeman 4555 Cumberland Pkwy Anytown, USA 95093

Click Print in the Print Property box. If the required Property box is not displayed in the Property dock, click the corresponding button at the left of the dock to open it.

Completed label

Mr. Walter Freeman 4555 Cumberland Pkwy Anytown, USA 95093

Peel the printed label from backing and apply the label.

III Creating an Address Label using Microsoft Word Add-In

Copy text from Microsoft Word and create an address label.

1 Copy text.

In MS Word, select the text to be imported, and then click in the toolbar. Text can also be copied from MS Excel and MS Outlook.

2 Verify the copied data.

Mr. Walter Freeman 4555 Cumberland Pkwy Anytown, TX 95093

The Add-in Preview Window appears. Verify the contents. To make formatting changes click. Changes to the layout of a label can also be made using the Layout Style Function. For details refer to IV step 2 below.

2 Click on to print your label.

3 Format the text.

Mr. Walter Freeman 4555 Cumberland Pkwy Anytown, TX 95093

Click the text box of the text you wish to format to select it. Use the Text Property box to change the text formatting.

4 Position the text box.

Mr. Walter Freeman 4555 Cumberland Pkwy Anytown, TX 95093

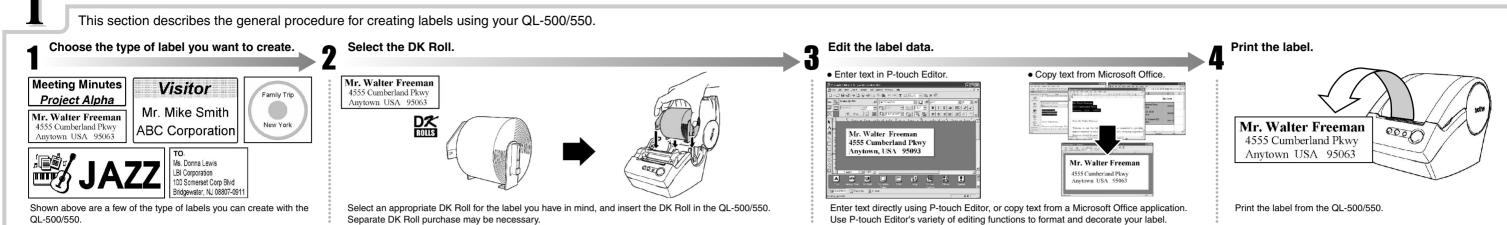Select the text box you wish to move, then drag and drop to move it to the desired position.

5 Print the label.

Mr. Walter Freeman 4555 Cumberland Pkwy Anytown, TX 95093

Click Print in the Print Property box. If the required Property box is not displayed in the Property dock, click the corresponding button at the left of the dock to open it.

Completed label

Mr. Walter Freeman 4555 Cumberland Pkwy Anytown, TX 95093

Peel the printed label from backing and apply the label.

Completed label

Mr. Walter Freeman 4555 Cumberland Pkwy Anytown, TX 95093

Peel the printed label from backing and apply the label.

IV Creating an Address Label using Microsoft Outlook Add-In

Create an address label using data from Microsoft Outlook, taking advantage of the Layout Style Function.

1 Copy the text from MS Outlook - Contacts.

In Microsoft Outlook, select the contact to be imported, and then click in the Toolbar.

2 Verify the copied data.

Mr.Michael Smith President Smith and Company. 4555 Cumberland Circle Anycity, TX 22222

The Add-in Preview Window appears. Verify the contents. The default layout style for the Standard Address DK roll is based on MS Word (Standard_Address_Default). To change the style for MS Outlook, click.

3 Select a Layout style for MS Outlook.

Mr.Michael President Smith 4555 Anycity

The Apply Layout Style Window appears. Select the "Standard_Address_Outlook" layout and click OK.

4 Verify the Layout.

Mr.Michael Smith President Smith and Company. 4555 Cumberland Circle Anycity, TX 22222

The Add-In Preview Window appears. Verify the Layout. If further editing is required, enter the P-touch Editor by clicking. Refer to step 2 of III.

5 Print the label.

Mr.Michael Smith President Smith and Company. 4555 Cumberland Circle Anycity, TX 22222

Click to print your label. If the contact does not have a Job Title, there may be a blank space before the address. Use P-touch Editor to change any formatting.

Completed label

Mr.Michael Smith President Smith and Company. 4555 Cumberland Circle Anycity, TX 22222

Peel the printed label from backing and apply the label.

V Creating a Banner Label (using label roll DK-2205 or similar)

Create a banner using DK Continuous Durable Paper Tape.

1 Insert the DK Roll.

DK Continuous Durable Paper Tape 2-3/7

Insert the "DK Continuous Durable Paper Tape 2-3/7" into the QL-500/550. This DK Roll is provided as a starter roll with the QL-550. Separate purchase necessary with the QL-500.

2 Select the Tape Length.

Start P-touch Editor and create a new label layout. Use the tape length spin buttons in the Page Property box to set the banner length.

3 Add clip art to the banner.

Click in the Object dock. The Clip Art Gallery dialog box appears. Select a piece of clip art and then click OK.

4 Enter the text.

JAZZ

Click in the Object dock to create a text box, and then enter the text.

5 Print the label.

JAZZ

Click Print in the Print Property box. If the required Property box is not displayed in the Property dock, click the corresponding button at the left of the dock to open it.

Completed label

JAZZ

Peel the printed label from backing and apply the label.

VI Creating a Name Badge Label using Auto Format Wizard function (using label roll DK-1202)

Create a name badge label quickly and easily using the Auto Format Wizard.

1 Start the Auto Format Wizard.

Start P-touch Editor, select "Use the Auto Format Wizard" in the dialog box displayed, and then click OK. This label cannot be created using the Starter Roll(s) provided with the QL-500/550. Separate purchase of suggested supply DK-1202 necessary.

2 Select a category.

The Auto Format Wizard dialog box appears. Select a category "For Visitor Name Badges" and then click Next.

3 Select a template.

MIKE BARKLEY — General Manager HELEN HANNA *Visitor* Mr. Mike Smith AAA Company

A list of templates for the selected category appears. Select a template and then click Next.

4 Enter the text.

Visitor Mr. Mike Smith AAA Company

Change the text in the template's Input field. Use the and buttons to move between Input fields. Click Next when finished.

5 Print the label.

Visitor Mr. Mike Smith ABC Corporation

Check the "Print Immediately After Creating the Layout" checkbox, and then click Finish.

Completed label

Visitor Mr. Mike Smith ABC Corporation

Peel the printed label from backing and apply the label.